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**A Department of Energy  
Environmental Cleanup Program**

## Environmental Restoration Project Quality Procedure

for:

# **Document Development and Approval Process: Peer Review Not Required**

## **Los Alamos**

NATIONAL LABORATORY

Los Alamos, New Mexico 87545

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# Document Development and Approval Process: Peer Review Not Required

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## List of Acronyms and Abbreviations

AA	administrative authority	NOD	notice of deficiency
CT	communication tracker	PO	Project Office
DI	desk instruction	PRS	potential release site
DOE	US Department of Energy	QP	quality procedure
DOE-LAAO	US Department of Energy – Los Alamos Area Office	RC	Regulatory Compliance Focus Area
DT	document team	RSI	request for supplemental information
ER	environmental restoration	S-7	Classification Group
LA-UR	Los Alamos - Unlimited Release	TD	transmittal document
LC	Laboratory Counsel	TIR	technical information release
NMED	New Mexico Environment Department	URL	uniform resource locator

# Document Development and Approval Process: Peer Review Not Required

**NOTE:** Environmental Restoration (ER) Project personnel may produce paper copies of this procedure printed from the controlled-document electronic file located at <http://erinternal.lanl.gov/documents/procedures/qps.htm>. However, it is their responsibility to ensure that they are trained on and utilizing the current version of this procedure. The Quality Program Project Leader may be contacted if text is unclear.

## 1.0 PURPOSE

This Quality Procedure (QP) describes the Los Alamos National Laboratory (Laboratory) ER Project process for planning, developing, reviewing, and approving ER Project documents that do not require a peer review (see Attachment A, Document Development and Approval Decision Process Flow Diagram, and Attachment B, Environmental Restoration Project Documents Matrix).

## 2.0 DEFINITIONS

- 2.1 Accelerated process — The accelerated process is the process used on administrative authority (AA) deliverables based on specific AA correspondence with required, short-term deadlines (30-day as a minimum).
- 2.2 Administrative authority — The New Mexico Environment Department (NMED), US Environmental Protection Agency, or the US Department of Energy (DOE), as appropriate.
- 2.3 Certification — A signed statement required by permits that is attached to all reports and to other information requested by the AA. Certification ensures that a document and all its attachments were prepared under the direction or supervision of an authorized person in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted; it carries significant penalties for known violations [Permit Program, 27.11(b)(c)(d)].
- 2.4 Communication tracker (CT) number — The unique number assigned by the ER Project, Project Office (PO) when the ER Project Communication Tracker Form is initiated for AA deliverables, including those with required short-term deadlines based on specific AA correspondence.

- 2.5 Document— A written or pictorial compilation of information that describes, defines, specifies, reports, or certifies activities, requirements, procedures, or results (e.g., any plan, report, proposal, regulatory response, permit modification request, document addendum or update, or procedure) that must be submitted to AA or has significance to the operations of the ER Project. Representative document types are listed in Section 4.1.2 below and in Attachment B.
- 2.6 Document peer review— The review of a completed draft of a document that focuses on clarity of presentation and consistent, appropriate format and content in addition to appropriate approach. This review may be in the form of a panel review or a read review (reference QP-3.5, Peer Review Process).
- 2.7 ER Project document catalog number—The unique document identifier, automatically assigned to a document when an on-line ER Project Document Signature Form is initiated, located at the following Web URL, <http://erinternal.lanl.gov/DocCatalog/>.
- 2.8 ER Project Document Signature Form — The form generated on-line, located at the following Web URL, <http://erinternal.lanl.gov/DocCatalog/>, that documents the review and approval process for all internally-developed documents and automatically acquires the ER document catalog number (see Section 2.7 above).
- 2.9 Final document— This term refers to a document that is subject to the QP-4.10 (or QP-4.9) process and that
- has addressed all comments from all required reviews;
  - has undergone a full edit;
  - is composited in accordance with current ER Project and Laboratory standards, if applicable;
  - has a completed ER Project Document Signature Form; and
  - is considered ready for submission to the AA, if applicable.
- 2.10 Graded approach — A management tool used to evaluate the importance and relative risk of an item, activity, or service in the working process.
- 2.11 Los Alamos unlimited release (LA-UR) number— The identification number required for all documents or presentations prepared for distribution outside the Laboratory. LA-UR numbers are attained by filling out a Technical Information Release (TIR) form located on the Laboratory network under documents at the Web URL, <http://enterprise.lanl.gov/alpha.htm>, and submitting the form with a specified number of copies of the document to the Laboratory's Classification Group (S-7) for review.
- 2.12 Required outline — A specified outline that dictates the format of documents; contact the Regulatory Compliance Focus Area (i.e., by e-mail, telephone, or

as appropriate) for information about required outlines and guidance for preparing documents for which no required outline exists (see Section 4.1.2 below for representative document types and associated outlines and/or Attachment B).

### **3.0 RESPONSIBLE PERSONNEL**

The following personnel are responsible for activities based on a graded approach (see Section 2.10) identified in Section 4.0 of this procedure.

- 3.1 Author
- 3.2 Document Team
- 3.3 ER Program Manager
- 3.4 ER Project, Project Office Administrator
- 3.5 ER Project Technical Writer/Editor
- 3.6 Team Leader
- 3.7 Technical Reviewers

### **4.0 PROCEDURE**

This procedure applies to documents that do not require a peer review and which may or may not be scheduled AA deliverables. While these documents do not require peer review, they still may require review by specified reviewers (e.g., ESH-19, regulatory compliance deployed personnel, Laboratory Counsel, S-7, and/or other technical reviewers). Attachment A, Document Development and Approval Decision Process Flow Diagram, demonstrates the document-development decision process.

#### **4.1 Graded Approach**

- 4.1.1 The following process describes the most rigorous requirements for document development, review, and approval. A graded approach (see Section 2.10), as determined by the author during document planning, is allowed based on the document type (see Section 4.1.2 below), size, and review/approval requirements depicted in Attachment B, Environmental Restoration Project Documents Matrix. If during the planning stages the author determines that he or she can meet all requirements without following each step below, the identified step may be omitted as appropriate.
- 4.1.2 The following document list identifies representative types of documents produced by the ER Project that do not require a peer

review. Note that an asterisk identifies the source, when it is available, of an official outline/template for a document type.

*Representative Documents for External Distribution:*

- AA-Negotiated Document
- ER Quarterly Technical Report
- Monthly EMS Progress Report
- Permit Modifications
- Transmittal Letter
- Viewgraphs

*Representative Documents for Accelerated Process / External Distribution:*

- Compliance Order Response (Response may include a document that requires a Peer Review)
- Notice of Deficiency (NOD) Response\*
- Request for Supplemental Information (RSI) Response\*

*Representative Documents for Internal Distribution:*

- Desk Instruction (DI)\*
- Directive (Internal)
- Memorandum

\* [http://erinternal.lanl.gov/home\\_links/Library\\_doctemp.htm](http://erinternal.lanl.gov/home_links/Library_doctemp.htm).

## 4.2 Document Planning

### 4.2.1 Appoint an Author

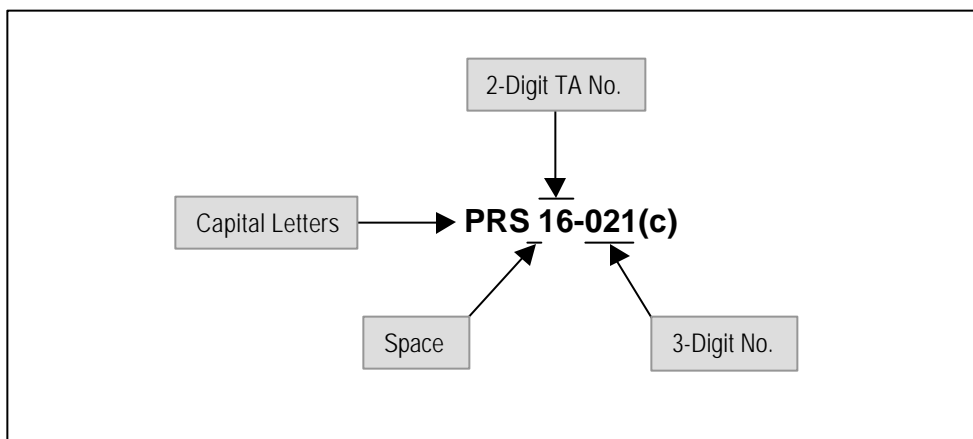
The **team leader** appoints an author to coordinate the planning, development, review, and approval of the document. However, the **team leader** supports the author throughout this document-development process.

### 4.2.2 Acquire the ER Project Document Signature Form

The **author** initiates the ER Project Document Signature Form, which automatically acquires the ER Project document catalog number, from the ER Project internal homepage located at the following Web URL, <http://erinternal.lanl.gov/DocCatalog/>; fills out the required and associated fields; and prints out the form.

**Note:** It is the author's responsibility to populate associated fields and acquire all required approval signatures on this ER Project Document Signature Form paper copy as he or she moves a document through the review and approval process steps defined in this QP.

**Note:** If a potential release site (PRS) delineation is required in the title and since all project information systems depend upon consistent PRS delineation to track project work, the proper format is demonstrated in Figure 4.2-1, below.



**Figure 4.2-1.** Proper configuration of the PRS number in a document title for an RFI report for PRS 16-021(c)

If you refer to more than one PRS, designate them individually [e.g., PRS 03-005(a), PRS 03-005(b), and PRS 03-005(c), **not** PRS 03-005(a-c) or PRSs 03-005, -006]. In cases of areas of concern (AOCs), a capital “**C**” designator precedes the two-digit TA identifier. If the PRSs are consolidated, add the consolidation number at the end of the configuration, [e.g., PRS 16-021(c)-99].

#### 4.2.3 Determine Accelerated Process Requirement

4.2.3.1 The **author** determines if the accelerated process applies to the current document under development. The accelerated process is used on AA deliverables based on specific AA correspondence with required short-term deadlines (30-day as a minimum, although may have 45- or 60-day turnaround requirements) (also see Section 4.1.2 and/or Attachment B for a list of representative document types; Table 4.2-1, Suggested Timetable for the Accelerated Process, and Attachment C, Accelerated Process Flow Diagram).

- 4.2.3.2 The **author** references in the appropriate field of the ER Project Document Signature Form the CT number from the ER Project Communication Tracker Form (Attachment D), which describes a required action and initiates the accelerated process.

**Table 4.2-1**  
**Suggested Accelerated Process Timetable**

30-Day Turnaround	
Requirement	Timetable
AA correspondence arrival at PO	1 working day for distribution
Schedule established	25 working days before transmittal
Draft submission to reviewers	11 working days before transmittal
Comments returned to author	7 working days before transmittal
Document compiled/edited	6 working days before transmittal
Reviewer signatures acquired	2 working days before transmittal
PO review/transmittal	1 working day before transmittal

4.2.4 Select the Document Team

- 4.2.4.1 The **author** selects a document team, if required, to assist in the preparation of the document. The document team may include the author; technical experts from appropriate fields; the Regulatory Compliance deployed person assigned to the focus area; a quality liaison; and/or an ER Project technical writer/editor.

**Note:** The assigned author uses his or her subject-matter expertise and judgment to determine if a required document is long enough and/or complex enough to require production by a team.

- 4.2.4.2 The **author** serves as the document team leader.

4.2.5 Determine the Document Requirements

- 4.2.5.1 The **author** (with the assistance of the document team if convened) reviews and assesses the available information and determines what actions, decisions, and/or recommendations will be implemented for the development of the document (see Attachment B, Environmental Restoration Project Documents Matrix, for further information about a specific document type's requirements).
- 4.2.5.2 The **author** (with the assistance of the document team if convened) plans the content of the document and determines whether a required outline exists for the type of



document under development (see Section 4.1.2 above and/or Attachment B).

If a required outline...	then the author...
does not exist,	plans an outline to accommodate the document's objectives.
exists,	ensures compliance with this outline.

#### 4.2.6 Assign Tasks

4.2.6.1 The **author** consults a technical writer/editor assigned to the organizational area to help set achievable deadlines both in relation to the document's requirements and in relation to the deadlines of other documents that are in concurrent preparation.

4.2.6.2 The **author** assigns document/section writing tasks to the members of the document team (if convened) and sets the deadline for the completion of the initial writing assignments.

#### 4.3 Document Development

##### 4.3.1 Submit Document Sections

**Document team members** (if convened) ensure that their sections meet the requirements of the outline and submit completed sections to the author by the required deadline.

##### 4.3.2 Submit Electronic Files

The **author** submits electronic files and/or a paper copy of the sections submitted by individual document team members and paper copies of references not previously submitted in a reference set to the ER technical writer/editor to compile the entire document (including all appendices and attachments).

##### 4.3.3 Edit and Compile Document

4.3.3.1 From this point forward, the **ER Project technical writer/editor** is responsible for and coordinates the document (e.g., all the document's electronic files and the transmittal letter).

4.3.3.2 The **ER Project technical writer/editor** labels all electronic files with the ER Project document catalog number, taken from the first line of the ER Project Document Signature

Form; a file description; and its associated software suffix (e.g., ER2000-xxxx Transmittal Ltr.doc).

4.3.3.3 The **ER Project technical writer/editor** conducts a full edit on the document, including a definition check against the official Glossary and Supplemental Glossary (<http://erinternal.lanl.gov/>).

4.3.3.4 The **ER Project technical writer/editor** enters the notation "Draft" and the ER Project document catalog number on the cover and in the footer of each page.

4.3.3.5 The **ER Project technical writer/editor** compiles the edited document and provides a paper copy of the draft document to the author.

4.3.4 Complete the Technical Information Release Form

Concurrent with the "full edit," the **author** ensures the completion of the TIR Form located at the following Web URL, <http://enterprise.lanl.gov/alpha.htm>.

4.3.5 Submit the Technical Information Release Form

The **author** ensures that the TIR and the appropriate number of copies of the draft document are submitted in time to meet scheduled deadlines to the Laboratory's Classification Group (S-7) for review.

#### 4.4 Document Review and Approval

##### 4.4.1 Transmit Review Copies

4.4.1.1 If required (reference Section 4.1.2 above and/or Attachment B), the **author** ensures that review copies are transmitted to Laboratory Counsel with a memorandum which is generated in accordance with the process from Section 4.2.2 above that includes the

- title of the document,
  - source of the document,
  - E/ER and focus area,
  - due date for comments, and
  - name and phone number of the contact person
- and ensures that the responsible team leader signs the memorandum.

4.4.1.2 The **author** ensures that all associated, document catalog numbers are inserted in the appropriate field of all associated, on-line Document Signature Forms.

- 4.4.1.3 Concurrently with Laboratory Counsel review, the **author**, if required (reference Section 4.1.2 above and/or Attachment B), submits copies of the document to ESH-19 and Regulatory Compliance deployed personnel for review.
- 4.4.1.4 The **author** resolves the Laboratory Counsel, ESH-19, and Regulatory Compliance reviewers' comments and marks all changes on a single paper or electronic copy (if coordinated in advance with the ER Project technical writer/editor).
- 4.4.1.5 The **ER Project technical writer/editor** ensures that the changes are incorporated into the document, edits the document at a level appropriate to address the changes, and ensures that the document is formatted appropriately.
- 4.4.1.6 The **ER Project technical writer/editor** provides a paper copy of the revised draft to the author.
- 4.4.1.7 The **author** acquires all reviewers' approval on the ER Project Document Signature Form.
- 4.4.1.8 If required (reference Section 4.1.2 above and/or Attachment B), the **author** ensures that review copies are transmitted to DOE for ER Project PO tracking purposes with a transmittal letter that is generated in accordance with Section 4.2.2 above and that all associated, document catalog numbers are inserted in the appropriate field of all associated, on-line Document Signature Forms.
- Note:** The DOE review schedule is as follows: if the document is a 1–100 page document, 10 working days; if 101–250 pages, 20 working days; and if over 250 pages, 30 working days before transmittal (see DOEAL/ERD-980002, 9/10/98, ER ID 59895).
- 4.4.1.9 The **author** resolves the DOE reviewer's comments as in Section 4.4.1.3 above.
- 4.4.1.10 The ER Project technical writer/editor ensures that the changes are incorporated into the document, edits the document at a level appropriate to address the changes, and ensures that the document is formatted appropriately.
- 4.4.1.11 The **ER Project technical writer/editor** provides a paper copy of the revised draft to the author.
- 4.4.1.12 The **author** acquires the DOE reviewer's and any other required approval signatures on the ER Project Document Signature Form.

#### 4.4.2 Draft the Transmittal Letter

- 4.4.2.1 The **author** drafts (in accordance to Section 4.2.2 above) a transmittal letter that addresses all necessary requirements for the final document.
- 4.4.2.2 The **author** ensures that all associated, document catalog numbers are inserted in the appropriate field of all associated, on-line Document Signature Forms.

#### 4.4.3 Verify Proper Document Development

- 4.4.3.1 The **author** ensures that all of the requirements in this QP are met, including the population of all required and associated fields in the Signature Form (e.g., LA-UR#, associated document catalog numbers, etc.).
- 4.4.3.2 The **author** attests to the document's completeness and accuracy with an approval signature on the ER Project Document Signature Form.
- 4.4.3.3 The **author** submits the ER Project Document Signature Form and the final draft document, including the draft transmittal letter, to the team leader.
- 4.4.3.4 The **team leader** ensures that the document was developed according to requirements with an approval signature on the ER Project Document Signature Form.
- 4.4.3.5 At this point the document becomes final and the **author** ensures that all "draft" designations are removed from what was the "Final Draft" document.
- 4.4.3.6 The **author** ensures that all documents, paper and electronic copies, are named with the ER Project document catalog number as the first designation; **one** electronic copy is required, saved as the associated software (e.g., ER2000-xxxx Transmittal Ltr.doc, etc.). (See Attachment E for the electronic file submission process.)
- 4.4.3.7 The **author** transmits a copy of the final document to Classification (S-7) with a cover memorandum produced in accordance with Section 4.2.2 above.

#### 4.4.4 Initiate the Project Office Review/Approval Process

- 4.4.4.1 The **author** sends the final document to the ER Project, project office administrator.

4.4.4.2 If the document is performance-measure related, the **project office administrator** follows DI-4.5, Review and Approval of Performance-Measure-Related Documents.

4.4.4.3 If the document is **not** performance-measure related, the **project office administrator** follows established PO processes.

**Note:** The PO acquires, in accordance with established PO procedures, the approval signatures of the ER Program Manager and the DOE-LAAO Program Manager.

4.4.4.4 If the document is listed under “Representative Documents for External Distribution” in Section 4.1.2 above and/or in Attachment B, the **author** ensures that a copy of the document, without enclosures, is submitted to the Deliverable Tracking and Closeout Team of the Regulatory Compliance Focus Area.

## 5.0 RECORDS

The **author** ensures that the following records are submitted according to QP-4.4, Record Transmittal to the Records Processing Facility.

5.1 The final document (paper copy)

5.2 The final document electronic files

**Note:** Each electronic file is named with the ER Project document catalog number as the first designation and saved as its associated software file (e.g., .doc, .xls, etc.). (See Attachment E, ER Project Record Electronic File Capture Process Flow Diagram.)

5.3 Completed ER Project Document Signature Forms

5.4 Transmittal letters (if the graded approach requires)

5.5 Transmittal memoranda (if the graded approach requires)

5.6 The certification (if the graded approach requires; see Attachment B for requirements)

5.7 Documents referenced within the document that do not currently reside in the RPF (if applicable)

5.8 Documentation of reviewer nonconcurrences with comment resolutions (if applicable)

## 6.0 TRAINING

All users of this QP are trained by self-study, and the training is documented in accordance with QP-2.2, Personnel Orientation and Training.

## **7.0 ATTACHMENTS**

The document user may employ documentation formats different from those attached to/named in this procedure—as long as the substituted formats in use provide, as a minimum, the information required in the official forms developed by the procedure.

Attachment A: Document Development and Approval Decision Process Flow Diagram (1 page)

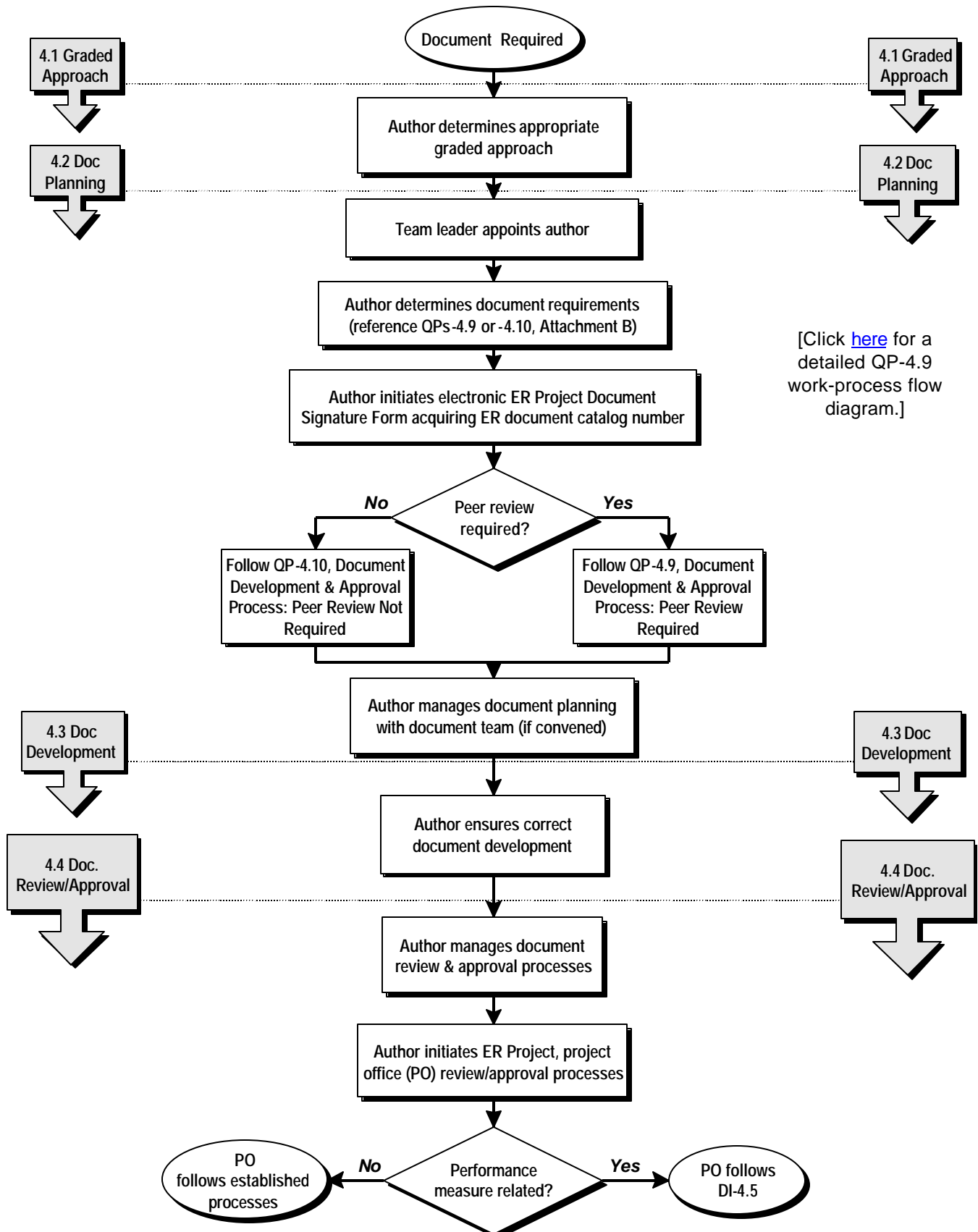
Attachment B: Environmental Restoration Project Documents Matrix (1 page)

Attachment C: Accelerated Process Flow Diagram (2 pages)

Attachment D: ER Project Communication Tracker Form (1 page)

Attachment E: Electronic File Transmittal to RPF Process Flow Diagram (1 page)

# Document Development and Approval Decision Process Flow Diagram

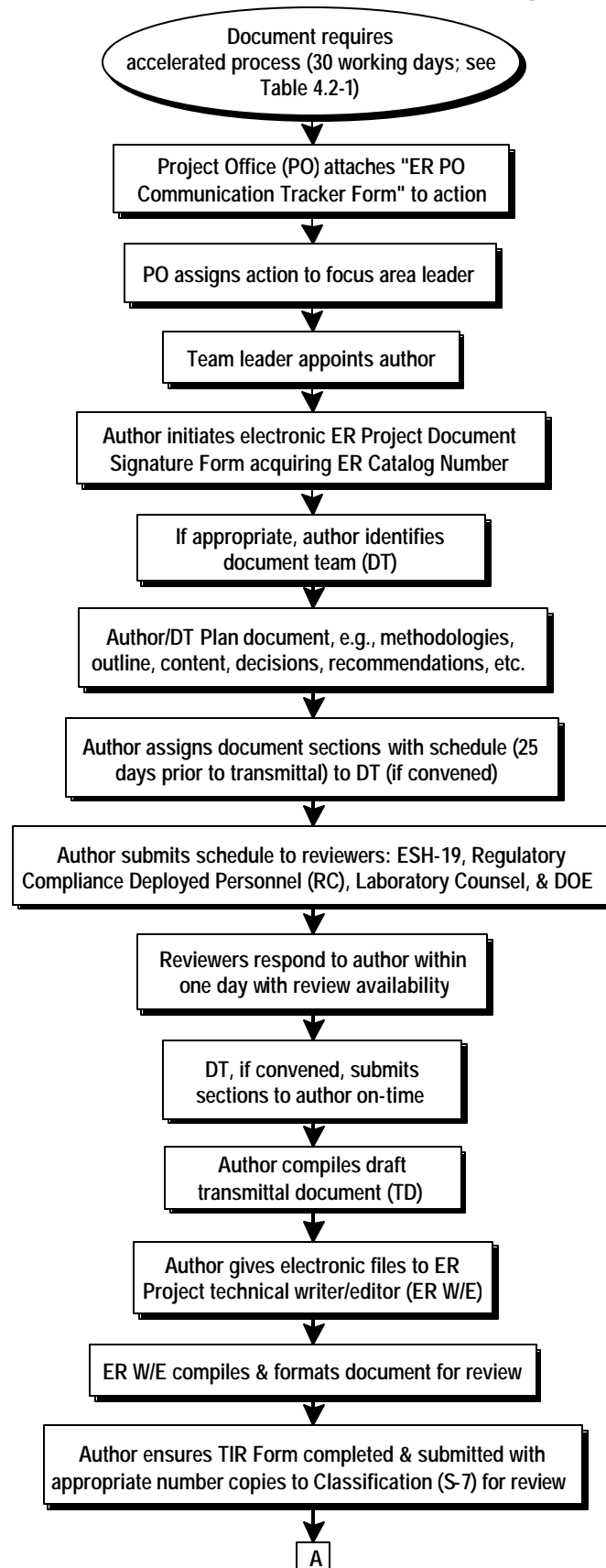


Environmental Restoration Project Documents Matrix										
DOCUMENT	REVIEW /SIGNATURE REQUIRED					SIGNATURE REQUIRED			S-7 (LA-UR#)	CERTIFICATION REQUIRED
	PEER REVIEW CHAIR	ESH-19	REGULATORY COMPLIANCE	LABORATORY COUNSEL	DOE-LAAO	FOCUS AREA LEADER	DOE-LAAO PROG. MGR.	ER PROGRAM MANAGER		
PEER REVIEW REQUIRED (QP-4.9)										
External Distribution:										
CMS Work Plan	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
CMS Report	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Guidance Document	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Interim Action Plan	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Interim Action Report	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Interim Measures Plan	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Interim Measures Report	◆	◆	◆	◆	◆	◆	◆	◆	◆	
IWP Update	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
RCRA RFI Work Plan*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Reach Report	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
RFI Report (Phase 1 & 2)*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
SAP & SAP Addendum*	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Technical Paper/Report	◆	◆	◆	◆	◆	◆	◆	◆	◆	
VCA Plan*	◆	◆	◆	◆	◆	◆	◆	◆	◆	
VCA Report*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
VCM Plan*	◆	◆	◆	◆	◆	◆	◆	◆	◆	
VCM Report*	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Well Completion Report (PM related)	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Internal Distribution:										
QP*	◆							◆		
SAP (supplemental)	◆							◆		
SOP*	◆									
SOW	◆									
PEER REVIEW NOT REQUIRED (QP-4.10)										
External Distribution:										
AA-Negotiated Document		◆	◆	◆	◆		◆	◆	◆	
ER Quarterly Technical Report		◆	◆	◆	◆		◆	◆	◆	◆
Monthly CMS Progress Report		◆	◆	◆	◆	◆	◆	◆	◆	
Permit Modification		◆	◆	◆	◆		◆	◆	◆	◆
Transmittal Letter						◆	◆	◆		
Accelerated Process / External:										
Compliance Order Response		◆	◆	◆	◆			◆	◆	◆
NOD Response*		◆	◆	◆	◆			◆	◆	◆
RSI Response*		◆	◆	◆	◆			◆	◆	
Internal Distribution:										
Desk Instruction*										
Directive (internal)								◆		
Memorandum								◆		

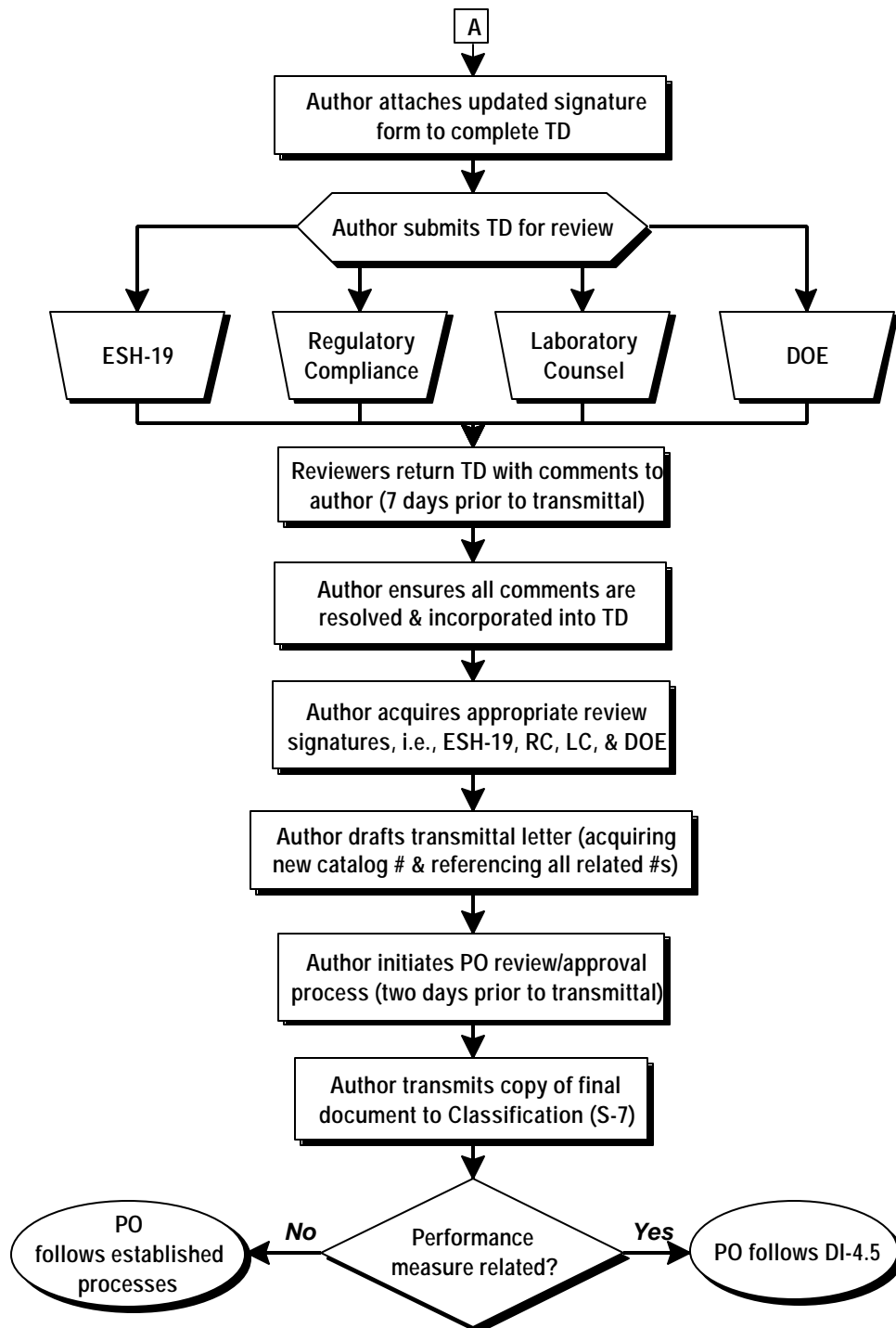
\* Available outline/template: [http://erinternal.lanl.gov/home\\_links/Library\\_doctemp.htm](http://erinternal.lanl.gov/home_links/Library_doctemp.htm)



## Accelerated Process Flow Diagram



## Accelerated Process Flow Diagram (Cont.)



## ER Project Communication Tracker Form

Communication Tracker No: \_\_\_\_\_

Date Received: \_\_\_\_\_

Requester: \_\_\_\_\_

Requester's Organization: \_\_\_\_\_

Subject: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Action-Required

### Information

Action Assigned To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the following action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Office Due Date: \_\_\_\_\_ Requester's Due Date: \_\_\_\_\_

Call the Project Office at 7-0800 at least three days before the Project Office due date if it cannot be met. The Project Office will work with you to obtain an extension.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

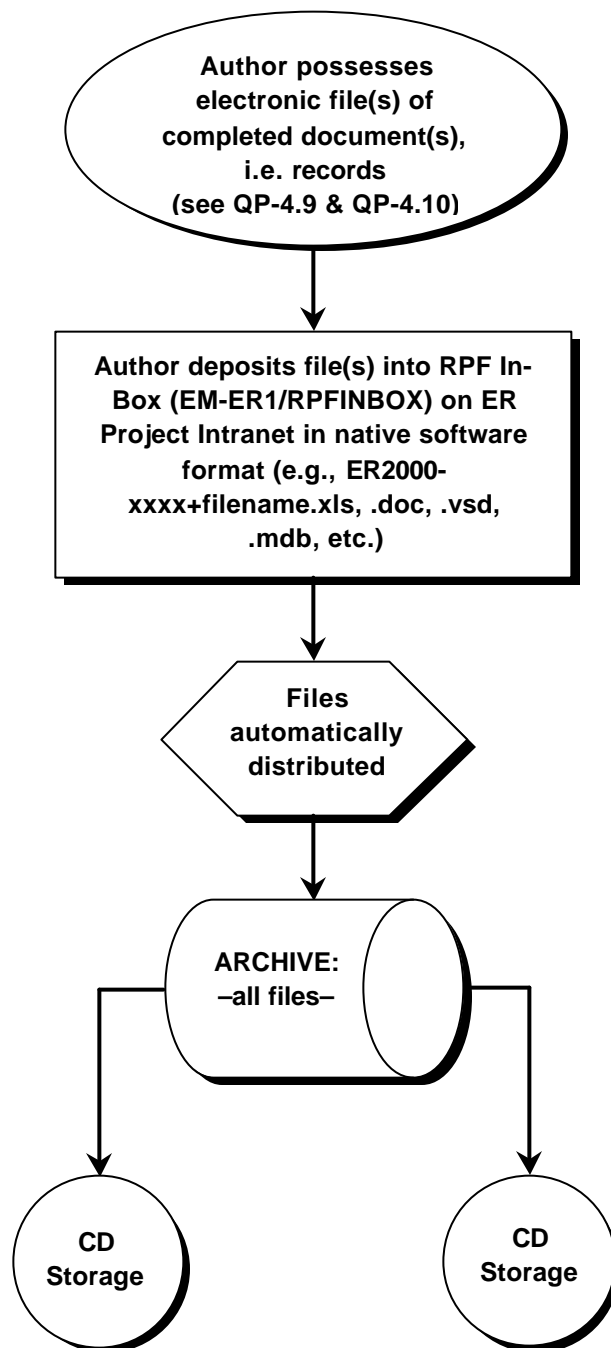
Date Logged In: \_\_\_\_\_ Logged in By: \_\_\_\_\_

**NOTE!!!! PLEASE INCLUDE THIS COVER SHEET WITH YOUR RESPONSE!!!!!!**

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## ER Project Record Electronic File Capture Process Flow Diagram



**Note:** Electronic copies are not considered official records.

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